

EDITED TASK LISTING

CLASS: LEGAL ANALYST

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Investigates and analyzes facts and documents in connection with civil litigation as assigned and supervised by departmental attorney; using an online law library (i.e., Westlaw), state and federal codes, case law, legislative history, departmental regulations, etc.
2.	Assists departmental attorney in trial preparation by coordinating witnesses, processing subpoenas, summarizing depositions, organizing documents and exhibits, etc. by utilizing organizational skills and computer resources (i.e. Microsoft Office) available from the department.
3.	Coordinates with local law enforcement and judicial entities regarding case management and scheduling issues, as assigned and supervised by departmental attorney.
4.	When delegated by the departmental attorney, drafts discovery documents and responses to discovery documents by utilizing word processing programs and other resources.
5.	Interviews individuals, such as witnesses, complainants, and defendants, concerning the facts of cases as assigned and supervised by departmental attorney.
6.	Assists in the preparation of pleadings such as complaints, answers, etc., and other documents such as correspondence, reports, motions to substitute parties, petitions, inventories, judgments, affidavits, certificates of readiness, requests for trial setting, reassignment of claims, decisions, orders of extension, notices of hearings, abstracts of judgment, returns of writs, certified copies, writs of execution, and satisfaction of judgments in order to assist the departmental attorney, by utilizing research tools, software (i.e., Westlaw), state and federal codes, case law, legislative history, departmental regulations, etc.

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7.	Assists departmental attorney in the management and organization of witnesses and exhibits by utilizing computerized database programs (i.e., ProLaw, Excel), binders, and other organizational resources.
8.	Assists departmental attorney to maintain current and historical information regarding cases by utilizing computerized database programs (i.e., ProLaw, Excel), binders, and other organizational resources.
9.	Assists departmental attorney to prepare drafts of accusations and issue statements for administrative law proceedings by utilizing word processing programs, research tools, software (i.e., Westlaw), state and federal codes, case law, legislative history, departmental regulations, etc.
10.	Assists departmental attorney to prepare responses to routine procedural and/or large volume type inquiries, such as Public Records Act requests and discovery requests.
11.	Assists departmental attorney to track legislative histories and maintain current and updated information regarding legislative and regulatory files by utilizing research tools, software (i.e., Westlaw), state and federal codes, case law, legislative history, departmental regulations, etc.